

Akanksha Tripathi

MBA - HR

Dedicated and seeking an opportunity to apply my knowledge and passion for fostering a positive work environment and contributing to the success of an organization.



✉ akanksha21@nsb.edu.in

📞 7905594469

📍 Gurugram, India

🌐 [linkedin.com/in/akanksha-tripathi-b29901230](https://www.linkedin.com/in/akanksha-tripathi-b29901230)

EDUCATION

Master of Business Administration - HR

National School of Business Academy,
Bengaluru

08/2021 - 12/2023

7.02

Bachelor of Commerce

Navyug Kanya Mahavidalaya, Lucknow

07/2017 - 04/2020

64%

WORK EXPERIENCE

Technical Recruiter

JoulesToWatts

07/2023 - 01/2024

Bangalore, India

Achievements/Tasks

- Led end-to-end recruitment process for large-scale clients, including sourcing, screening, interviewing, and onboarding candidates.
- Utilized various sourcing methods such as job boards, social media, and networking events to identify potential candidates.
- Collaborated with hiring managers to understand specific job requirements and created job descriptions accordingly.

HR Associate

Vishram International Services

04/2024 - Present

India

Achievements/Tasks

- Assist in the recruitment process, including job posting, reviewing resumes, conduct initial interviews, salary negotiation.
- Coordinate and facilitate the onboarding process for new hires, including orientation and training. Assisting in the creation and revision of job description, preparing offer letter, appointment letters.
- Maintain accurate and up-to-date records of all recruitment related documentation.

SKILLS

Recruitment

Sourcing

Talent management

Onboarding

Induction

Microsoft Excel

People Analytics

Interviewing

Employees Management

Critical thinking

Leadership

Problem solving

Interpersonal skills

Negotiation skills

PROJECTS

A Study on Recruitment Strategy and Selection Process (08/2023 - 11/2023)

- Researched and analyzed modern recruitment.
- Developed a strong understanding of talent acquisition strategies.
- Investigated the role of technology and data analytics in recruitment.

HR Analytics for Talent Management in IT Sector (07/2022 - 05/2023)

- Part of project work at NSB (3rd Semester)
- The analysis involved measure employee performance, employee engagement and effectiveness of talent management program.
- The project could be used to optimize recruitment, retention and employee development strategies.

CERTIFICATIONS

Master Trail Certificate in Industrial Practices(MIP) (10/2022 - 05/2023)

MS Excel for Beginners (11/2022 - 12/2022)

Data Analysis using Excel (02/2022 - 04/2022)

SQL For Data Science (04/2022 - 07/2022)